



**CITY OF LAS VEGAS**  
1700 North Grand Avenue  
Las Vegas, New Mexico 87701  
Phone: (505) 454-1401 Fax: (505) 454-8027

# PURCHASE ORDER

**PO Number:** 220074

**Date:** 07/08/2021

**Request #:** 290159

**Vendor #:** 02800

**ISSUED TO:** SUPERIOR AMBULANCE SERVICE INC  
P.O. BOX 6482  
ALBUQUERQUE, NM 87197

**SHIP TO:** City of Las Vegas  
Attn:Purchasing Department  
1700 N. Grand Avenue  
Las Vegas, NM 87701

**Vendor Fax #:** (505) 830-1260

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	AMBULANCE SERVICES JULY 2021	0.00		101-5400-700-7321	7,291.67

DEPARTMENT ORDER

**Approved By:**

**Date:**

7/8/2021

<b>SUBTOTAL:</b>	7,291.67
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	7,291.67

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

**Finance Dept. (505) 454-1401 FAX (505) 454-8027**

## CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: \_\_\_\_\_

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

7/8/2021

## PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned or written quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: \_\_\_\_\_ - \_\_\_\_\_ AWARDED: \_\_\_\_/\_\_\_\_/\_\_\_\_; CONTRACT NO.: \_\_\_\_\_

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.

☐ EXEMPT PURCHASE; Provide Section No. \_\_\_\_\_.

☐ GSA CONTRACT; GSA NO.: \_\_\_\_\_ - \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.

☐ PROFESSIONAL SERVICES; \_\_\_\_\_

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS  
PRIOR TO PROCURING GOODS AND/OR SERVICES.

☒ EMERGENCY; \_\_\_\_\_ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Ambulance Services

\*IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED\*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	Superior Ambulance	505 247-8840	Loretta Archuleta	14,583.33

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	1	Mth	Ambulance Service	14,583.33	14,583.33

1/2 a month 7,291.67

VENDOR: Superior Ambulance

TOTAL: \$

7291.67

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE  
LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 220,000 -

EXPENDED TO DATE \$

CURRENT EXPENSE \$ 7291.67

BALANCE \$

Donna Castro

SIGNATURE OF PERSON REQUESTING

101-5400-700-7321

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: D. Chavez

BUDGET AVAILABLE

YES: ☒

NO: \_\_\_\_\_

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

# Superior Ambulance Service, Inc

PO Box 6482  
Albuquerque, New Mexico 87197-6482  
Phone: 505-247-8840

## Quotation For:

City of Las Vegas, New Mexico  
Attn: Finance  
1700 N. Grand  
Las Vegas, New Mexico 87701  
505-454-1401

**Comments or Special Instructions:**     *None*

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA

QUANTITY	DESCRIPTION	UNIT PRICE
3	May, June and July 2021	Monthly Subsidy \$ 14,583.33



## STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: City of Las Vegas, NM

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401 Ext. 1106

II. Name of Contractor: Superior Ambulance Service

Address of Contractor: P.O. Box 6482, Albuquerque, NM 87197

Amount of prospective contract: \$ 7,291.67 (1 month \$14,583.33 / 2)

Term of prospective contract: 15 days

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Provides ambulance services for the City of Las Vegas, San Miguel County and Pecos areas.

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The City of Las Vegas is currently in the process of changing vendors who provide ambulance service to the City and surrounding areas; however, there is not a signed contract in place at the moment. Superior is continuing the service at this time but the contract has expired and these service must remain in place for the safety of the general public.

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

A new contract has been negotiated but has not been signed by all parties involved.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The City of Las Vegas has been monitoring all on going contracts to avoid having to use emergency procurement.




Certified by:



Agency Chief Procurement Officer

Date: 7/8/2021

Approved by:



Department Director

Date: 7/8/21

Approved by:



Finance Director

Date: 7-8-21